



CHIEF COMMUNICATIONS OFFICER VACANCY ANNOUNCEMENT

Federal Election Commission

ANNOUNCEMENT NUMBER: 07- 014
OPENING DATE: December 4, 2006
CLOSING DATE: January 5, 2007

TITLE, SERIES, AND GRADE
Chief Communications Officer
SL-301-00
Salary **\$129,024-152,000** per annum
Senior Level (SL) Position

VACANCY LOCATION
Federal Election Commission
Office of the Staff Director
Chief Compliance Officer
Washington, DC

WHO MAY APPLY
All Qualified Candidates

AREA OF CONSIDERATION
All Sources

THIS VACANCY WAS PREVIOUSLY ANNOUNCED AS ANNOUNCEMENT NUMBER 07-002. IF YOU WOULD LIKE TO BE CONSIDERED FOR THIS ANNOUNCEMENT, 07-014, YOU WILL NEED TO SUBMIT YOUR APPLICATION PACKAGE BY THE CLOSING DATE LISTED ABOVE.

ABOUT THE FEC

The mission of the Federal Election Commission (FEC) is to ensure the campaign finance process is fully disclosed and that all federal campaign finance laws and FEC regulations are effectively and fairly enforced. The FEC fulfills its mission through education and outreach, conciliation, rulemaking, Advisory Opinions, and litigation.

While the FEC is an independent regulatory agency, it is committed to modeling the best public and private sector practices. It is actively engaged in reaching out to various entities as it identifies benchmarks for its future state. It is refining its structure, revising internal processes, and identifying automation enhancements to improve internal and external responsiveness. It is committed to ensuring that its human capital management processes make it an employer of choice, both within and outside of the public sector. Additionally, it is committed to ensuring that its annual information technology budget goes toward significantly improving its ability to serve citizens and that its systems are secure. And, finally, it is committed to ensuring that performance is routinely considered in management decisions and that programs achieve expected results and work toward continual improvement. In short, it is committed to a deliberate approach to using resources to achieve intended goals while holding managers accountable for achieving results.

The six Commissioners, no more than three of whom may represent the same political party, are appointed by the President and confirmed by the Senate. The Commissioners serve full time and are responsible for administering and enforcing the Federal Election Campaign Act. They generally meet twice a week, once in closed session to discuss matters that, by law, must remain confidential, and once in a meeting open to the public. At these meetings, they formulate policy and vote on significant legal and administrative matters. The Chairmanship rotates each year among the members, and generally alternates between the two political parties. The FEC has approximately 400 employees and an annual budget of approximately \$60 million.

MAJOR DUTIES

The Chief Communications Officer serves as one of five Senior-Level Officers who report directly to the Staff Director and assist her in overseeing critical management and core mission activities of the Agency. The Chief Communications Officer advises the Staff Director on matters relating to the Commission's public outreach, public education, public disclosure, media relations, and Congressional and legislative affairs. The incumbent oversees the activities of the areas under his/her purview to ensure the smooth coordination of activities throughout the Agency, including with the Commissioners' Offices and the Office of General Counsel.

Provides leadership and management to the FEC's disclosure and external affairs functions and serves as the first-line supervisor to the Congressional Affairs Officer, Press Officer, and the Assistant Staff Directors of the Information and Public Disclosure Divisions. These four groups incorporate approximately 47 staff members.

Fully participates in the full range of managerial responsibilities for which a Deputy Staff Director-level position is responsible. These include establishing policy, organizational goals, and processes; managing programs, operations and activities through subordinate managers and supervisors; determining resource needs; establishing standards of effectiveness, efficiency and productivity; maintaining and evaluating progress toward organization goals and productivity; and making adjustments to continually improve the guidance, support and advice provided to the Staff Director and key Agency officials.

Directs the formulation and establishment of strategic long-range and short-range organizational management planning for the Agency's functions, with the objective of instituting a logical, integrated framework for organizational management in support of all policy, planning and programmatic efforts.

Directs the assessment, development, implementation, maintenance and evaluation of Agency management policy systems and operations that are consistent with, and conform to, existing laws, regulations, and approved principles and standards.

Serves as senior advisor to the Staff Director, General Counsel, Commissioners, and Agency management officials on disclosure and external affairs functions. Proposes and recommends to the Staff Director and Commissioners those programs or major projects that should be initiated, dropped, or curtailed and the timing of same.

QUALIFICATIONS CRITERIA

A candidate's experience must have been at a sufficiently high level of difficulty to show clearly that the candidate possesses the professional and technical, as well as program knowledge, skills and abilities outlined under Technical Qualifications and Executive Core Qualifications (ECQs).

The successful candidate should be a U.S. Citizen and meet basic qualifications. To qualify, candidates must have significant experience for a Federal, State or local agency or for an organization in the private sector at the GS-15 (or equivalent) level of difficulty in the Federal service or private sector including:

- Proven disclosure and external affairs management experience at an executive level within the public or private sector.
- Strong leadership skills and demonstrated experience in public outreach, public education, public disclosure, media relations, and Congressional and legislative affairs.
- President's Management Agenda experience, with a focus on development of strategic and operating plans in an auditing and/or enforcement environment.
- Ability to lead and motivate agency managers to incorporate vision, strategic planning, and quality management into the full range of Commission activities.
- Ability to provide the appropriate leadership in setting performance levels commensurate with the Commission's strategic objectives and inspiring, motivating and guiding agency staff toward goal accomplishment.
- Excellent interpersonal skills.
- Demonstrated skill in developing and delivering oral and written presentations as well as making recommendations on management issues in concise and convincing language.

Each applicant is required to submit a comprehensive narrative statement that addresses BOTH the Mandatory Technical and Executive Core Qualifications (ECQs) outlined below. Applicants who do not submit a supplemental narrative statement that addresses these factors will be ineligible for further consideration. The supplemental narrative statement for the Executive Core Qualifications should address the necessary level of management skills, characteristics, qualities, specialized knowledge, and technical competence that would indicate successful performance at the executive level. This evidence must include clear and concise examples that emphasize the applicant's level of responsibilities, scope, and complexity of programs managed, program accomplishments, policy initiatives, and level of contacts. The narrative portion for the Executive Core Qualifications **MUST NOT EXCEED 10 PAGES**. For guidance in preparing a narrative statement addressing the ECQs, applicants can access OPM's website at www.opm.gov/SES/writingstate.html.

The following categories of applicants may omit the mandatory Executive Core Qualifications (ECQ's), but MUST address the Technical Qualification factors. Categories include: applicants who are currently serving under a SES career appointment (must provide a copy of Standard Form 50--Notification of Personnel Action that documents career appointment to the SES), or applicants who are eligible for reinstatement to the SES (must provide a copy of Standard Form 50--Notification of Personnel Action that documents career appointment to the SES), or applicants who are graduates of OPM-approved SES Candidate Development Programs (must provide proof of OPM Qualifications Review Board certification).

Failure to meet the basic qualification requirements and all Technical and Executive Core Qualification factors automatically disqualifies an applicant.

MANDATORY TECHNICAL QUALIFICATIONS

1. Demonstrated ability to lead and manage a multi-functional, complex organization in the planning, development, implementation, and oversight of multiple strategic initiatives that result in the timely provision of superior services and products instrumental in accomplishing both internal and external organization mission objectives.
2. Comprehensive knowledge and experience in strategic and business planning to include determination of operational priorities; workload projections; and the development, execution, integration, reallocation, and defense of capital and operating funds.
3. Demonstrated extensive public relations experience, including demonstrated experience in effective media relations. Experience should include demonstrated leadership in managing a successful press function.
4. Demonstrated experience with establishing and maintaining effective internal and external relationships to ensure appropriate representation of the agency/organization among external stakeholders.

MANDATORY EXECUTIVE CORE QUALIFICATIONS

1. **LEADING CHANGE:** This core qualification encompasses the ability to develop and implement an organizational vision, which integrates key national and program goals, priorities, values, and other factors. Inherent to it is the ability to balance change and continuity-to continually strive to improve customer service and program performance within the basic Government framework, to create a work environment that encourages creative thinking, and to maintain focus, intensity and persistence, even under adversity.
2. **LEADING PEOPLE:** This core qualification involves the ability to design and implement strategies which maximize employee potential and foster high ethical standards in meeting the organization's vision, mission, and goals.
3. **RESULTS DRIVEN:** This core qualification stresses accountability and continuous improvement. It includes the ability to make timely and effective decisions and produce results through strategic planning and the implementation and evaluation of programs and policies.
4. **BUSINESS ACUMEN:** This core qualification involves the ability to acquire and administer human, financial, material, and information resources in a manner which instills public trust and accomplishes the organization's mission, and to use new technology to enhance decision making.
5. **BUILDING COALITIONS/COMMUNICATION:** This core qualification involves the ability to explain, advocate and express facts and ideas in a convincing manner, and negotiate with individuals and groups internally and externally. It also involves the ability to develop an expansive professional network with other organizations, and to identify the internal and external politics that impact the work of the organization.

DESIREABLE QUALIFICATIONS

A minimum of a Bachelor's Degree is preferred, with an Advanced Degree and/or professional certification strongly desired.

BASIS FOR EVALUATION

All required application materials will be reviewed to determine if applicants meet the mandatory qualification requirements. Qualification and experience determinations will be based only on the information supplied by the applicant.

The best-qualified candidates for this position will be distinguished from other applicants by an evaluation committee to determine the degree to which qualification requirements are met. Applicants should provide specific evidence of possession of the mandatory Technical and Executive Core Qualifications, as outlined under Qualifications Criteria, to assist the evaluation committee in determining the best-qualified candidates that will be considered for final selection.

It is anticipated the selection process will take approximately two months after the closing date of the announcement. Only the top candidates will be offered interviews. Applicants may be requested to furnish written references from individuals familiar with his/her executive qualifications.

CONDITIONS OF EMPLOYMENT

The Senior Level (SL) covers managerial positions above GS-15 in the Federal Service. Pay will be set in accordance with agency policy. The position is excluded from the bargaining unit. This is a permanent full-time position in the Excepted Service and does not confer Federal competitive status.

All standard government benefits program apply. The position is eligible for health and life insurance, annual (vacation), sick leave, transportation subsidy, Thrift Savings Plan (401-k) for government employees, and, unless currently or previously covered by the Civil Service Retirement System (CSRS), will be covered under the Federal Employees Retirement System (FERS), and the Thrift Savings Plan (401-k) for government employees.

Interview expenses will not be paid absent exceptional circumstances. Relocation expenses for the selectee may be offered for an exceptional candidate.

This position is critical-sensitive; therefore, the applicant selected will be subject to a full background investigation and security clearance. Continued employment will be subject to the successful completion of the investigation and favorable adjudication.

This position is subject to a one-year probationary period and continued employment will be subject to successful completion of the one-year probationary period.

The applicant selected will be required to complete an Executive Personnel Financial Disclosure Report in accordance with the Ethics in Government Act of 1978.

Selectee will be required to complete Form I-9 per the Immigration and Control Act, the Declaration for Federal Employment, OF-306, and applicable background investigation forms.

FEC work areas are smoke-free.

HOW AND WHERE TO APPLY

ALL APPLICANTS MUST SUBMIT THE FOLLOWING MATERIALS BY THE CLOSING DATE OF THE ANNOUNCEMENT. APPLICATIONS RECEIVED AFTER THE CLOSING DATE OF THE ANNOUNCEMENT WILL NOT BE CONSIDERED.

1. Use one of the following: a resume; or Optional Application for Federal Employment Form (OF-612); or Application for Federal Employment (SF-171); or any other type-written format. Whichever version is used must include the following:

- a. Vacancy Announcement Number and Position Title

- b. Your full name, social security number, day and evening phone numbers, mailing address, country of citizenship. If applicable, reinstatement eligibility to Federal service and highest Federal civilian grade ever held on a permanent basis.
 - c. Name, city and state of high schools and colleges/universities attended with date(s) of diploma. For college include majors, and type and date of degree(s).
 - d. Job titles, salaries, employers' names and addresses, supervisors' names and phone numbers (indicate if we may contact your current and former supervisors), starting and ending dates and hours per week of unpaid or non-paid work experience that relates to this vacancy. e. Job-related training courses, special skills, certificates and licenses, honors, awards and publications.
- 2. Narrative statement that addresses each Technical Qualification.
 - 3. Narrative statement that addresses each Executive Core Qualification (ECQ) (no more than 10 pages). Not required if applicant is a current or former career SES or OPM-approved Candidate Development Program graduate (additional details under Qualification Criteria).
 - 4. As applicable, Standard Form 50 (Notification of Personnel Action) that verifies career status. If you are a current or former SES member, you must provide a SF-50 that verifies your SES status or copy of certificate from the Office of Personnel Management that verifies graduation from an OPM-approved SES Candidate Development Program.

PLEASE SEND YOUR APPLICATION PACKAGE BY THE CLOSING DATE) TO:

Applicants may apply by using email. The email address for this announcement is blim@jdgsearch.com. The subject line must contain the announcement number and the applicant's name.

Applications/resumes submitted via mail must be received in the FEC Office of the Staff Director by the closing date of the announcement. Applications received after the closing date of the announcement will not be considered. We recommend using a courier or registered mail service, and applicants are strongly encouraged to either apply on-line or via email. The mailing address for packages is:

Federal Election Commission
Office of the Staff Director, Suite 933
Attn: Marilyn Jones
999 E Street NW, Suite 933
Washington DC 20463

For additional information, call Barbara Blim at 301-340-2210 or send inquiry to blim@jdgsearch.com

The FEC is an Equal Opportunity Employer. All qualified applicants will be considered without regard to race, color, national origin, religion, gender, age, marital status, sexual orientation, physical disability, lawful political affiliation, or labor organization affiliation or non-affiliation. The FEC provides reasonable accommodations to applicants with disabilities.